

TENANCY APPLICATION

PROPERTY APPLING FOR: _____

AGENCY NAME SMITH & ELLIOTT REAL ESTATE
ADDRESS 115 STANLEY STREET, TOWNSVILLE
PHONE 07 4758 5555
EMAIL smithandelliott@email.propertyme.com



Our Agency welcomes your Application and any queries you may have about the Property, Tenancy or process. The following information and checklist will assist you to complete the Tenancy Application so it can be processed promptly.

Please read prior to completing your Application

- One Application is to be completed per person over the age of 18 who are residing at the property
- This Application cannot be processed until it is completed including copies of supporting documents attached as required for 100 Points Identification Check. Refer to the following list of accepted documents and point value of each. Documents are to include a Drivers Licence, Passport or 18+ CARD with the original copy required for verification when submitting your Application in person.
- If you would like to keep pets on the premises, a Pet Application form will need to be filled out and attached.
- Proof of payment MUST be supplied in order to process your application. Two most recent payslips are preferred, however Bank Statements, Centrelink Statements, Employment Contracts or PAYG Tax Certificates are accepted.
- Our Agency staff will contact you within 24-48 business hours. If the Application is approved, within 24 hours of acceptance, an amount equal to two weeks rent must be paid within 24 hours to secure the property. If you later decided to not go ahead, one weeks rent of this payment will be forfeited to cover administration costs

DOCUMENTS ACCEPTED FOR IDENTIFICATION CHECK Points per Document

<input type="checkbox"/> Drivers Licence, Passport, Birth Certificate, Medicare	40
<input type="checkbox"/> 18+ Card, Other Photo ID, Previous Tenancy Ledger	30
<input type="checkbox"/> Previous four rent receipts	20
<input type="checkbox"/> Current vehicle registration certificate, Credit Card Statement , Telephone, Electricity, Gas Accounts, Pension Card	10

TOTAL POINTS ACHIEVED WITH ATTACHED DOCUMENTS

Applicant Checklist - Before I submit this Application, I have ...

- Attached photocopies of documents to meet 100 or more points of ID
- Inspected the Property both internally and externally
- Completed the Application form fully, including the Privacy Disclosure Statement on page 5
- Completed the Pet Application & Agreement form if pets are to reside at the Property
- Attached photocopies of proof of income documentation eg. Two most recent payslips, Centrelink Statements, etc.

NAME OF NOMINATED APPLICANT FOR CONTACT REGARDING APPLICATION STATUS

NAME: _____ **MOBILE:** _____

How did you find out about this Property?

Website: **www.** Agency contact Sign Referral

Other:

Applicant's Full Name and Current Address

Name Address

Personal Details

Date of Birth

Drivers Licence No. Expiry Passport No Expiry Date

Applicant's Contact Details

☎ Home ☎ Mobile Email

Australian Citizen

Yes No: Attach copies of Passport and Visa Visa Expiry Date

Current Tenancy Details

Rent per week \$ Period of occupancy Years Months

Agent/Landlord ☎ Contact No. Email

Do you expect the Bond to be refunded in full Yes No *Why:*

Previous Address

Address

Rent per week \$ Period of occupancy Years Months

Agent/Landlord ☎ Contact No. Email

Was your bond refunded in full Yes No *Why:*

Employment

Company Name

Full Time Part Time Casual Contract

Your Position Length of Employment Months Years

Payroll / Manager's Name ☎ Contact No.

Pay day is of each: week / fortnight / month

If Self Employed

Company Name Trading As

Address ABN

Period self employed Years Industry/ Nature of Business

Total Annual Income (as declared to Australian Taxation Office) \$ *Attach income statement by Accountant or ATO Return*

Accountant Details ☎ Contact

Creditor Referee ☎ Contact

Creditor Referee ☎ Contact

If a Student or Not Currently Employed

Student ID #

Currently not employed or a Student. Refer to the following selected documents attached to Application to verify my source of income:

Parent/Guardian Application and income proof

Centerlink Statement

Bank Statements

PAYG Tax Certificate

Other

Occupancy Details of all Persons to Reside at Property, including Children

Name	Address	Age
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Pets

No

Yes: Refer to attached Pet Application and Agreement completed

Emergency Contact Details of Closest Relatives who will not be Residing with You

1. Name

2. Name

Relationship

Relationship

Address

Address

☎ Contact

☎ Contact

Personal Referees who are not Relatives

Name	Occupation	☎ Business Hours Contact
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1.

Mob

2.

Mob

Declarations – Applicant to Complete and Provide Details as Required

Have you ever been evicted by any Lessor or Agent? No Yes:

Are you in debt to another Lessor or Agent? No Yes:

Is there any reason known to you that would affect your ability to pay rent when due? No Yes:

Was your Bond at your last address refunded in full? Yes No:

Was the Property in a satisfactory condition when you inspected it? If not, list requests. Yes No:

I declare the information provided is true and correct. I consent to verify details via Tenancy Information Centre of Australia and National Tenancy Database records. I declare I am not bankrupt or an undischarged bankrupt.

I apply for Tenancy for a period of _____ months, at a rental of \$ _____ per week commencing on ____/____/____.

I understand that if the nominated Applicant is advised this Application is approved then within 24 hours, approved applicants are to pay 2 weeks rent to secure the property. If the Tenancy does not proceed, one weeks rent of this holding deposit is forfeited for administration costs.

Pre-moving in costs as itemised below are to be paid **BY CHEQUE, EFT TRANSACTION OR DIRECT DEPOSIT made payable to SMITH & ELLIOTT REAL ESTATE.**

ITEM	CALCULATION	\$ PAYABLE	IMPORTANT NOTES
Rent – first 2 weeks rent	2 x \$	= \$	Must be paid BEFORE lease commences
Bond – 4 times weekly rent	4 x \$	= \$	Full Bond equivalent to 4 weeks rent must be paid the day the approved tenants collect keys
TOTAL PRE-MOVING IN COST			\$
			Total to be paid BEFORE lease commences

APPLICANT'S SIGNATURE

Date

Date

SMITH & ELLIOTT REAL ESTATE
115 STANLEY STREET, TOWNSVILLE CITY
PHONE: 07 4758 5555

PRIVACY DISCLOSURE STATEMENT

We are an independently owned and operated business and are bound by the National Privacy principles. We collect personal information about you in this form to assess your Application for Tenancy. We may need to collect information about you from your previous Lessors or Letting Agents, your Employer and Referees. We will also check if details of Tenancy defaults by you are held on a Tenancy Database (TICA). Your consent for us to collect the information is set out below in the Privacy Consent section.

COLLECTION NOTICE

The personal information you provide in this Application or our Agency collects from other sources is necessary for **our Agency** to verify your identity, to process and evaluate the Application and to manage the Tenancy. If the Application is successful, personal information collected about you in this Application and during the course of your Tenancy, may be disclosed for the purpose for which it was collected to other parties including the Lessor, Referees, other Agents and third party operators of Tenancy Databases. Information already held on Tenancy Databases may also be disclosed to our Agency and/or the Lessor. If you enter into a General Tenancy Agreement and if you fail to comply with your obligations under the Agreement, the facts and other relevant personal information collected about you during the course of your Tenancy may also be disclosed to the Lessor, third party operators of Tenancy Databases and/or other Agents.

You have the right to access personal information that we hold about you by contacting our office. You can also correct this information if it is inaccurate, incomplete or out of date. If your Application is not successful it will be stored securely for a period of 3 months only. If you decide not to collect your Application we will destroy your documents to comply with Privacy Legislation.

If you do not complete this form or do not sign the consent below then your Application for Tenancy may not be considered by the owner of the relevant Property or, if considered, may be rejected, due to insufficient information to assess the Application.

PRIVACY CONSENT

I acknowledge that I have read the above Privacy Disclosure Statement and Collection Notice of **SMITH & ELLIOTT**. I authorise **SMITH & ELLIOTT** to collect information about me from:

- My previous letting Agents and/or Lessors;
- My personal referees, employers and all other references on this application;
- Tenancy Databases to which **SMITH & ELLIOTT** subscribes. I can refer to their Privacy Disclosure Statements via: www.tica.com.au and www.ntd.com.au

I authorise **SMITH & ELLIOTT REAL ESTATE** to refer my name and contact details to an arranger or service provider including tradespeople (to attend to work required at this Property), salespeople (primary and secondary Agents), valuers, the Lessor, other Agents, database operators, other Property Managers, Body Corporate, Insurance companies, Financial services, if required in the future, and to Authorities as required by law.

ELECTRONIC TRANSMISSION

It is agreed by ticking this box, consent is given to receive any documentation relevant to the Tenancy by electronic communication methods such as email or facsimile and the method of receiving advice or notification by SMS is accepted.

ACKNOWLEDGEMENT AND CONSENT BY APPLICANT

Applicant Name	
Applicant Signature	
Date	